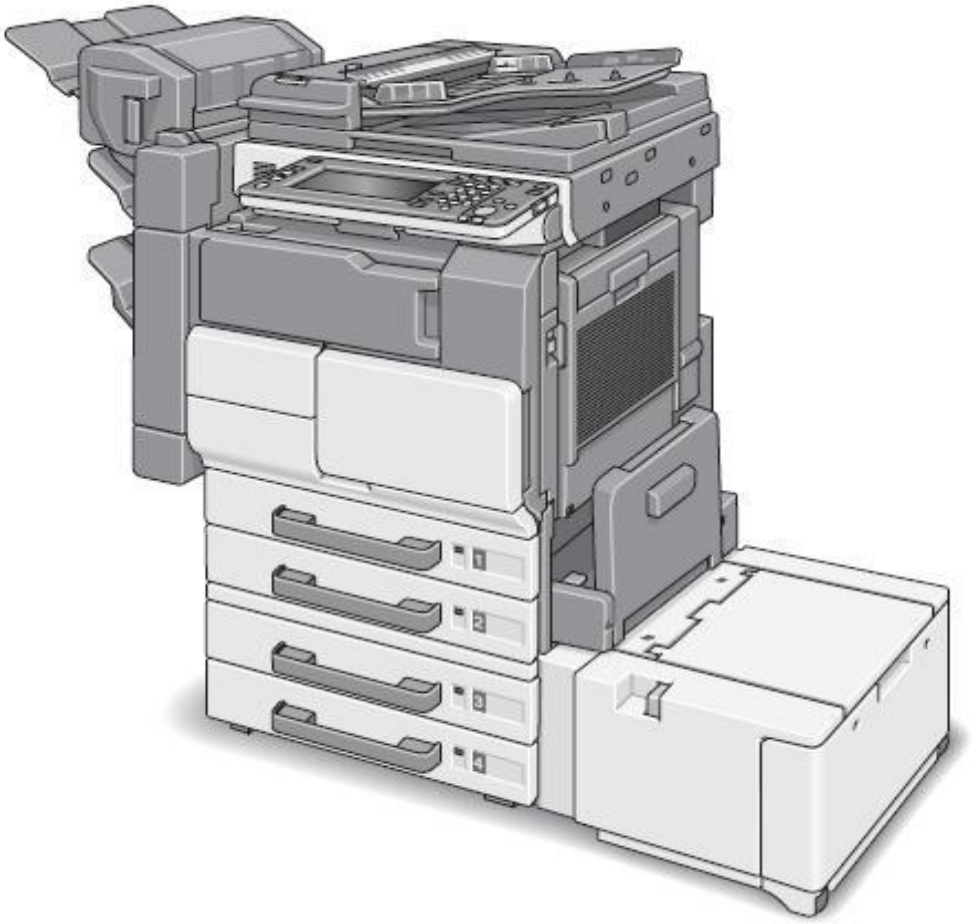
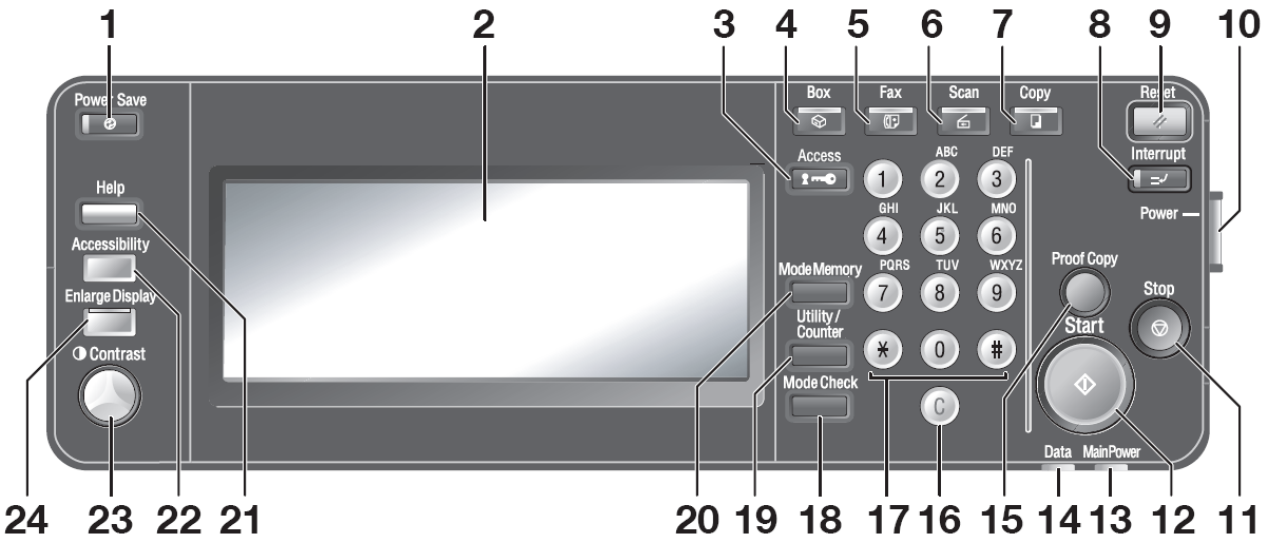
KONICA MINOLTA

bizhub 500 / 420

English Shortcut Manual



For details information，please refer to the operating manual [Copy Operation]



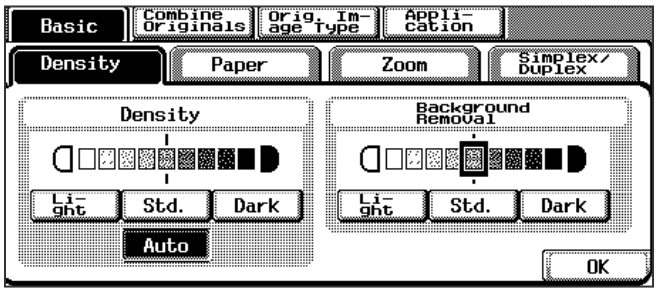
1. **Power Save**
2. **Touch Panel**
3. **Access**
4. **Box**
5. **Fax**
6. **Scan**
7. **Copy**
8. **Interrupt**
9. **Reset**
10. **Power**
11. **Stop**
12. **Start**
13. **Main Power Indicator**
14. **Data Indicator**
15. **Proof Copy**
16. **“C” Clear**
17. **Keypad**
18. **Mode Check**
19. **Utility/Counter**
20. **Mode Memory**
21. **Help**
22. **Accessibility**
23. **Contrast**
24. **Enlarge Display**

Basic (I)

Density

Press **Basic** and **Density**

Lighten by pressing **Light** or make it darker by pressing **Dark**



Choosing original type

1. Press **Orig. Image Type**
2. Choose for example: **Text Mode** for text original

Basic (II)

Paper

Changing paper size of 1st paper tray or bypass tray

From **Basic** panel，Press **Paper**

1 Select 1st tray or bypass tray*

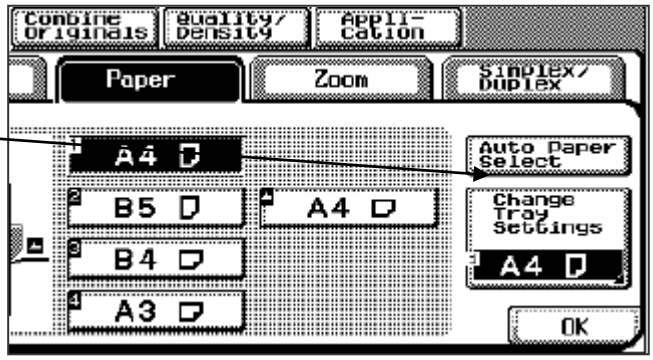
2 Press **Change Tray Settings**

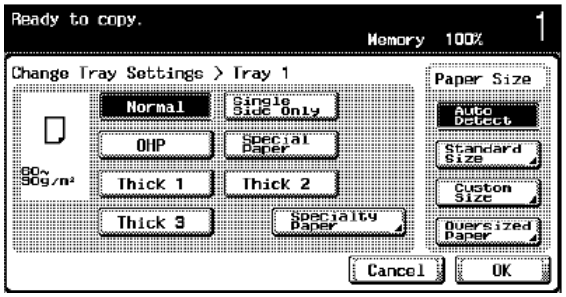
a Select suitable paper size

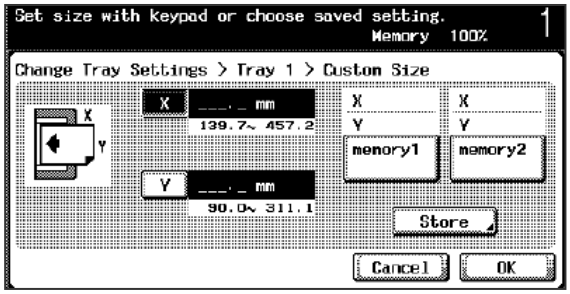
b Press **Standard Size**

c Press **Custom Size** Input Length **X** and width **Y**，for example 90mm input 0900 (In case want to store size，press **Store**， then select **memory 1** / **memory 2**)

3 按 **OK**

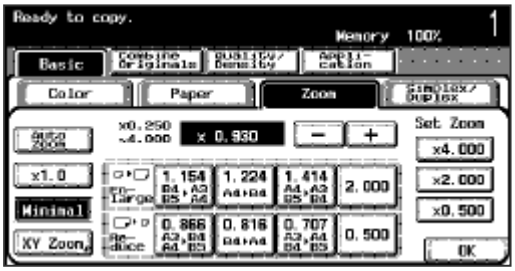






Basic (III)

-- **Zoom**



Enlarge or reduce the size of output

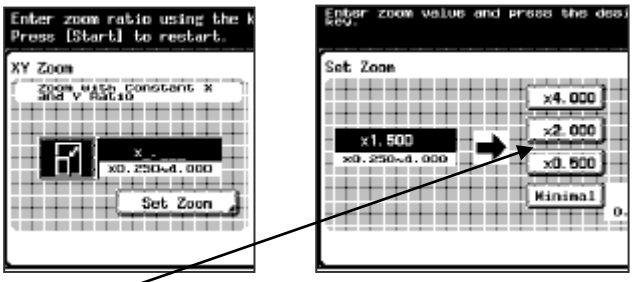
Press **ZOOM**

Choose the following setting

1 Choose fixed size ratio **A4▸A3 B5▸B4**

a Choose fixed size ratio

Example; **A3 ▸ A4** for 0.707



b Choose **XY Zoom**

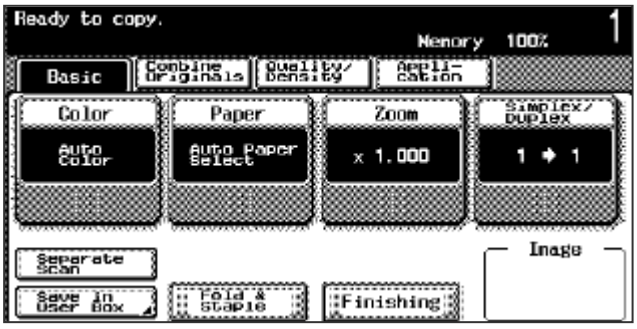
i Input the ratio directly ，press **OK** to confirm

ii If want to store custom ratio: After input the ratio，press **Set Zoom**，then select the button to store，and press **OK**

2 Press **—** **+** to increase/decrease the zooming ratio.

Sorting/Grouping/Offset

1. Press **Finishing**
2. Press **Sort** / **Group** and **Offset**
3. Press **Start** to start copy



p.s. In case Finisher not installed, please take away the output copies after every 250 pages output

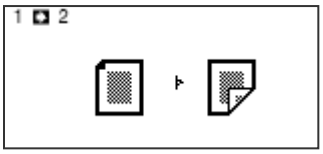
The essentials of imaging

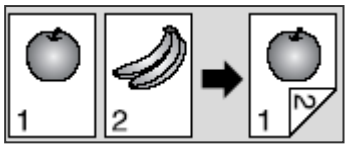
Basic (IV)

--Simplex / Duplex (Double side copy)

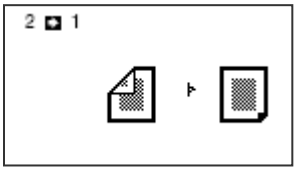
Press **Simplex** / **Duplex**

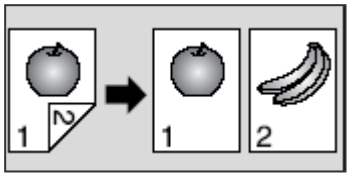
a. Single side original to double side copy 1 ▸ 2



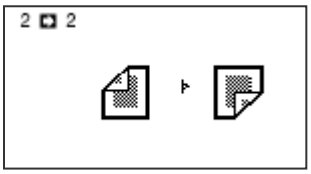


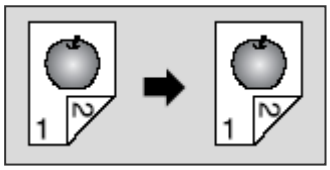
b. Double side original to single side copy 2 ▸ 1





c. Double side original to double side copy 2 ▸ 2





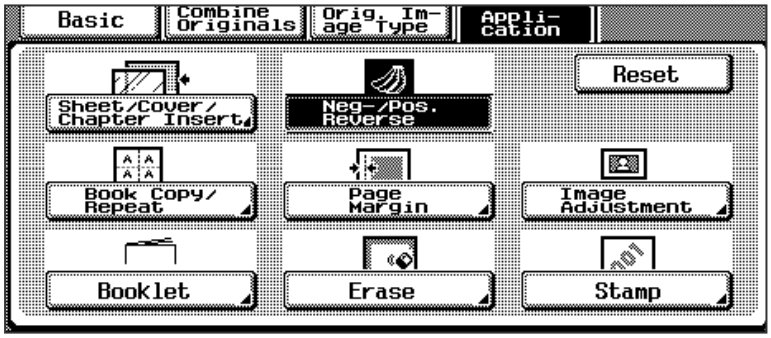
Combine Originals (I)

Combine 2, 4 or 8 originals on a single side

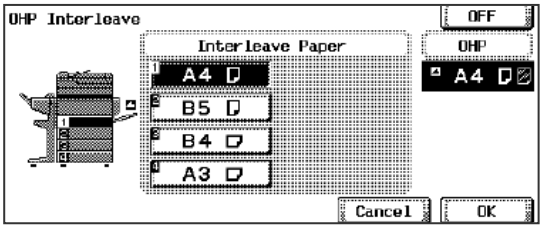
Press **Combine Originals** and **2in1**、**4in1** or **8in1**

The essentials of imaging

Application

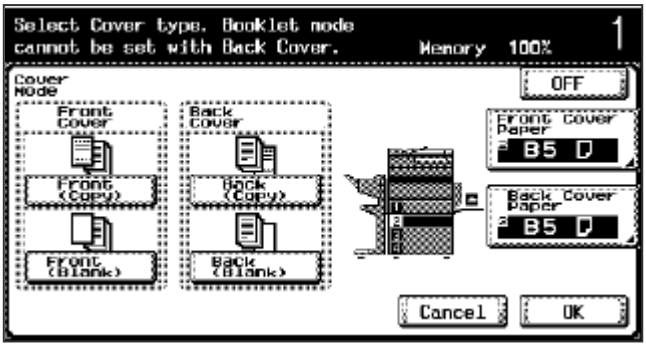


OHP Interleave



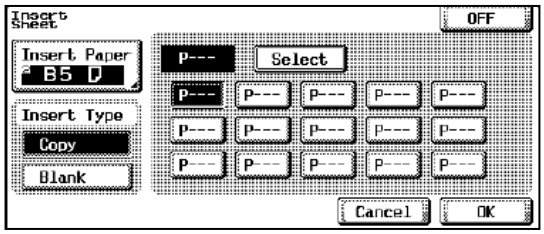
1. Press **Application**
2. Press **Sheet /Cover /Chapter Insert**
3. Press **OHP Interleave**
4. Select paper tray for interleave
5. Place the OHP on the bypass tray
6. Press **OK**
7. Press **Start**

Cover Mode



1. Press **Application**
2. Press **Sheet /Cover /Chapter Insert**
3. Press **Cover Mode**
4. Please select the cover type
5. And also the paper insert tray for the cover
6. Press **Ok**
7. Press **Start**

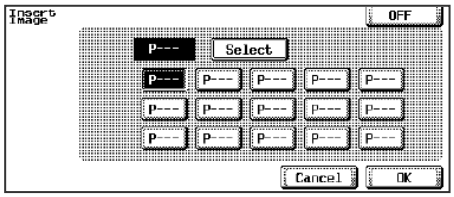
Insert Sheet



1. Press **Application**
2. Press **Sheet /Cover /Chapter Insert**
3. Press **Insert Sheet**
4. Press **Copy /Blank** to choose the insert type
5. Input the insert page number and select the paper tray
6. Press **Ok**
7. Press **Start**

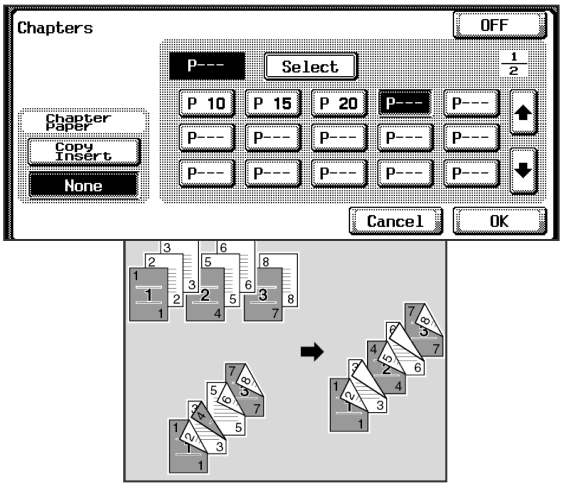
Insert Image (Maximum 15 insert images)

1. Press **Application**
2. Press **Sheet /Cover /Chapter Insert**
3. Press **Insert Image**
4. Input the insert page number
5. Press **Ok**
6. Press **Start**
7. Press **Finish** and press **Start**



Chapter (Duplex only)

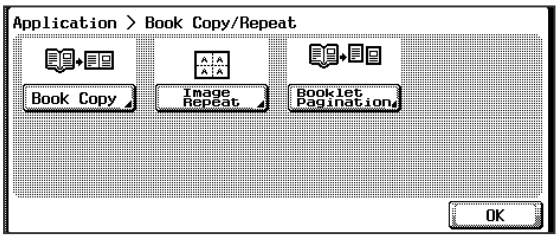
1. Press **Application**
2. Press **Sheet /Cover /Chapter Insert**
3. Press **Chapter**
4. Input the page number of the new chapter
5. Press **Ok** press **Start**



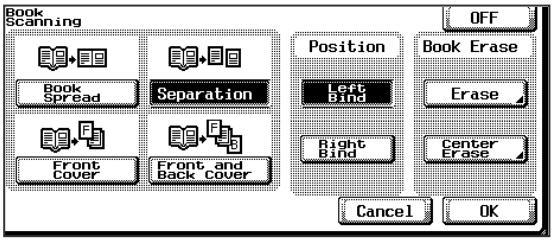
Neg. Pos. Reverse

1. Press **Application**
2. Press **Neg. Pos. Reverse**

The essentials of imaging



Book Copy



1. Press **Application**
2. Press **Book Copy / Repeat**
3. Press **Book Copy**
4. 再按 **Separation**, choose also **Front Cover/Back Cover** required or not
5. Place the book on the upper left corner, press **Start**
6. After scan finished，Press **Finish**
7. Press **Start**

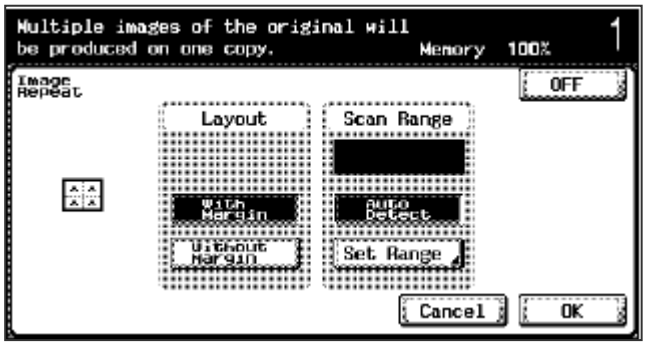
Scan with Front Cover:

- Place the cover on the upper left corner first，press **Start**
- Then place page 1and continue scanning

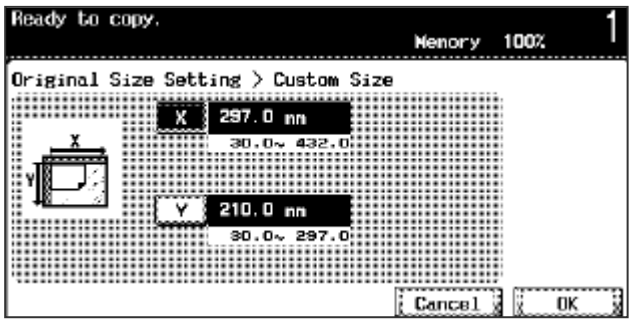
Scan with Front and Back Cover:

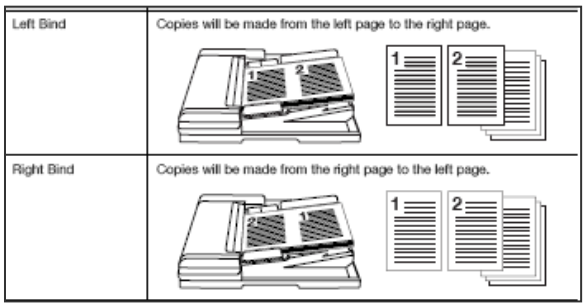
- Place the cover on the upper left corner first，press **Start**
- Place the back cover on the upper left corner first，press **Start**
- Then place page 1and continue scanning

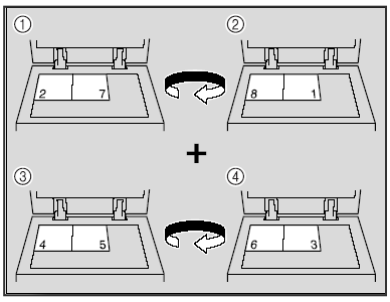
Image Repeat



1. Press **Application**
2. Press **Book Copy / Repeat**
3. Press **Image Repeat**
4. Choose **With Margin / Without Margin**
5. Press **Set Range**
6. Press **Custom Size** input the length and width
7. Press **OK**
8. Press **Start**

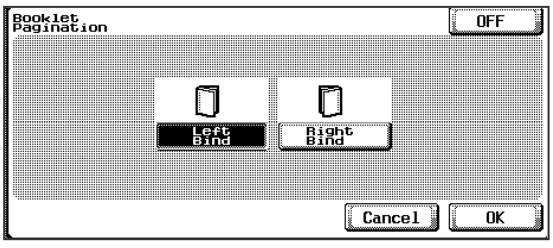



Left Bind
Copies will be made from the left page to the right page.
Right Bind
Copies will be made from the right page to the left page.

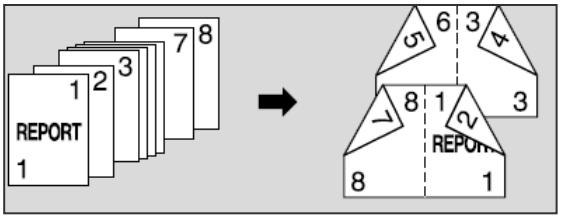


Booklet Pagination

1. Press **Application**
2. Press **Book Copy/Repeat**
3. Press **Booklet Pagination**
4. Press **Left Binding/ Right Binding**
5. Press **OK**
6. Press **Start**

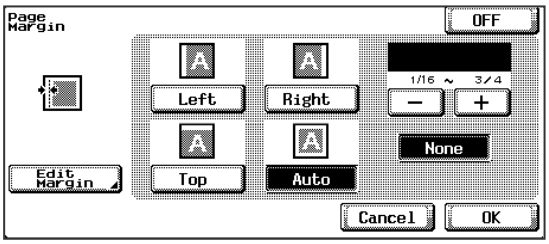


Booklet



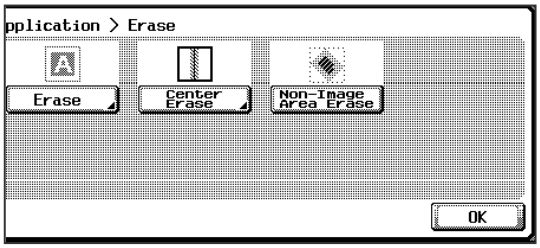
1. Press **Application**
2. Press **Booklet**
3. Select the binding position **Left Binding /Right Binding**
4. Press **Start**

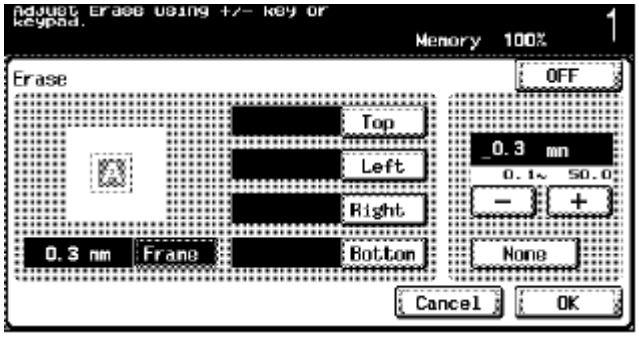
Page Margin



1. Press **Application**
2. Press **Page Margin**
3. Select the position of the margin
4. Press **OK**
5. Press **Start**

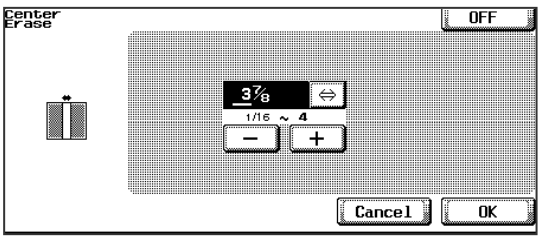
Erase





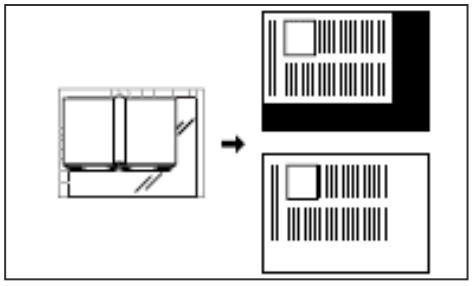
1. Press **Application**
2. Press **Erase**
3. Press **Erase**
4. Select the place and the length of the erase
5. Press **OK**
6. Press **Start**

Center Erase

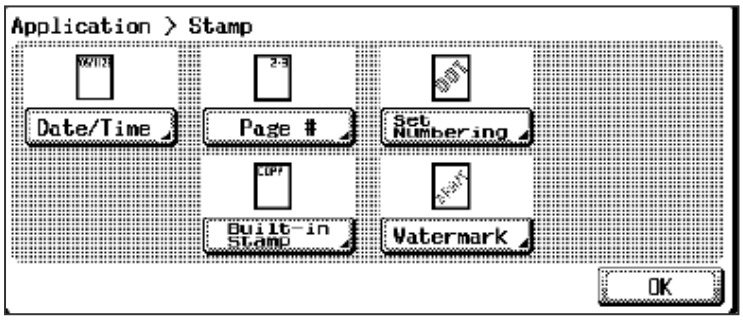


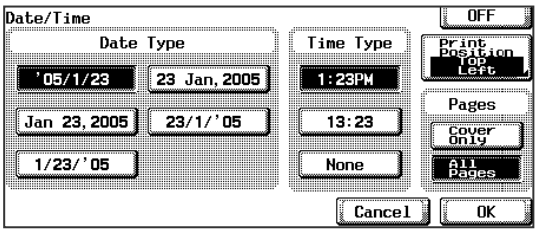
1. Press **Application**
2. Press **Erase**
3. Press **Center Erase**
4. Press **OK**
5. Press **Start**

Non-image Area Erase



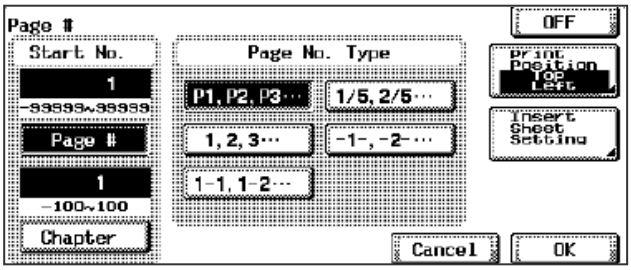
1. Press **Application**
2. Press **Erase**
3. Press **Non-image Area Erase**
4. Press **OK**
5. Press **Start**





Date / Time

1. Press **Application**
2. Press **Stamp**
3. Press **Date / Time**
4. Press **Print Position** and select the position
5. Press **OK**
6. Press **Start**



Page

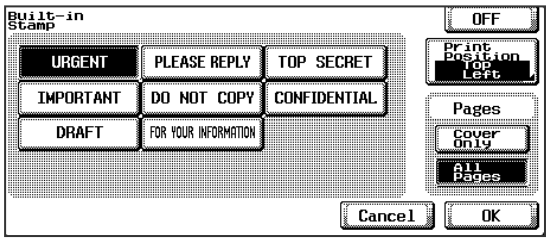
1. Press **Application**
2. Press **Stamp**
3. Press **Page #**
4. Input starting page number **Start No.**
5. Press **Print Position** select the location of the page number
6. Press **OK**
7. Press **Start**

Set Numbering

1. Press **Application**
2. Press **Stamp**
3. Press **Set Numbering**
4. Select the color of the set number (Black, Red, Blue)
5. Press **OK**
6. Press **Start**

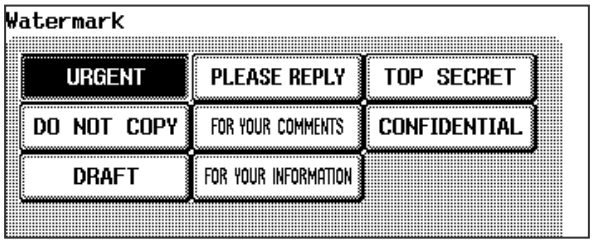
Built-in Stamp

1. Press **Application**
2. Press **Stamp**
3. Press **Built-in Stamp**
4. Press **Ok**



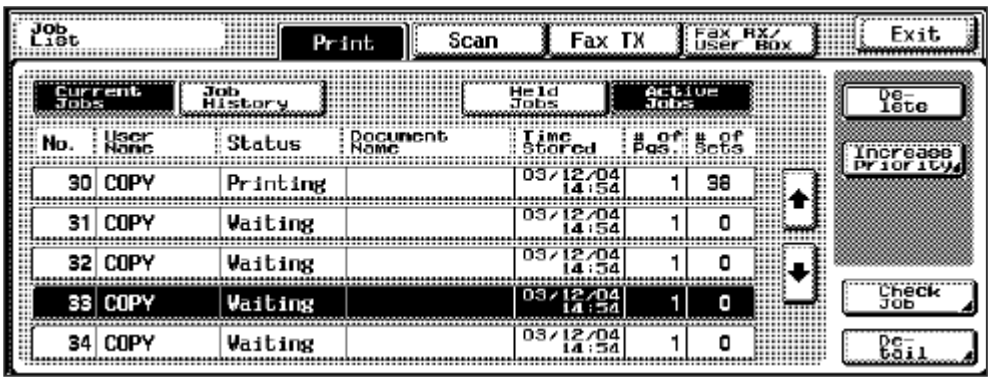
Watermark

1. Press **Application**
2. Press **Stamp**
3. Press **Watermark**
4. Press **Ok**



Cancel printing job

1. Press **Job List**
2. Press **Print** and **Current Job**
3. Select the job to be cancel
4. Press **Delete**
5. Press **Yes** to confirm



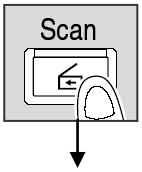
Abbreviated Destinations (Up to 2000 destinations)

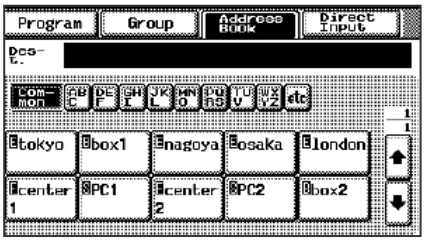
E-mail

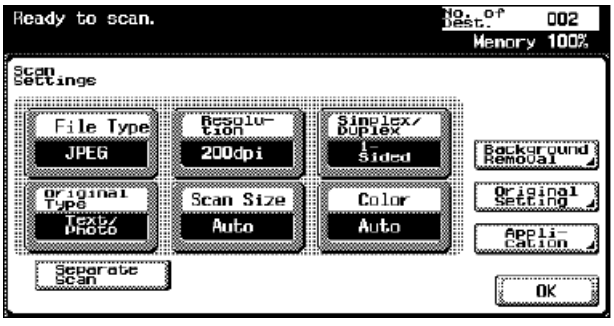
1. Press **Utility/Counter**
2. Press **1. One Touch Registration**
3. Press **1. Scan**
4. Press **1.Address Book**
5. Press **E-mail**
6. Press **New**
7. Press **Name**，Input name，Press **OK**
8. Press **E-mail Address** ，input email address，Press **OK**
9. Press **Index**，choose the preferred index
10. Press **OK**

- **To scan documents**

1. Press **Scan**
2. Press **Address Book**
3. Select destination from address book
4. Press **Scan Setting**
5. Change the file-type, resolution, Simplex/duplex and also filename
6. Incase want to change E-mail setting，Press **Mode Check**
7. Press **E-mail Setting**
8. Press **Close**
9. Press **Start**







Print Address Book List

1. Press **Utility/Counter**
2. Press **Administrator Setting**
3. Input Administrator Password
4. Press **OK**
5. Press **One Touch Registration**
6. Press 4.**One Touch Registration List**
7. Choose the item want to print

7.1. Address Book List

7.2. Group List

7.3. Program List

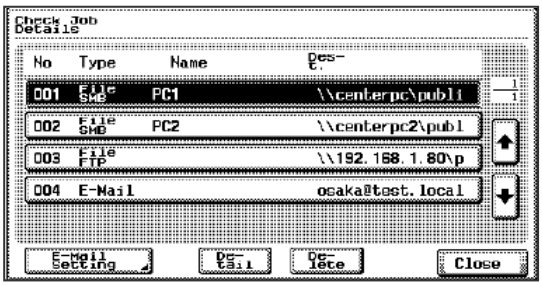
7.4. E-mail Subject/Text List

8. Press **Print**
9. Press **Start** ，Press **Close** 6 times

Change default E-mail subject

(Maximum 10 Subject，64 Character)

1. Press **Utility / Counter**
2. Press **1.One Touch Registration**
3. Press **1. Scan**
4. Press **4. Subject/Text (for E-mail)**
5. Press **Subject**
6. Press **New**
7. Press **1. Subject**
8. Input maximum 10 subject
9. Press **OK** and **Close**



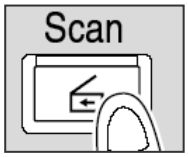
Multiple destinations can be select at the same time

Press E-mail Setting from Mode Check manual to change the destination setting

The essentials of imaging

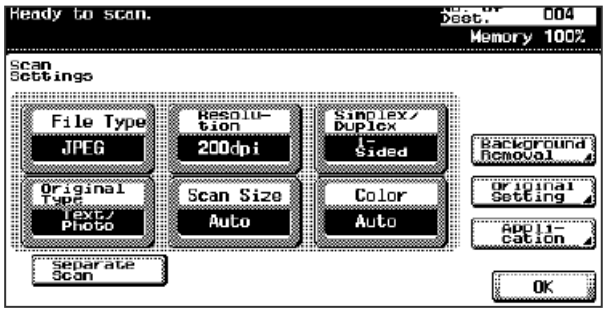
Group Registration (Max100 key, 500 destination in each group)

1. Press **Utility/Counter**
2. Press **1. One Touch Registration**
3. Press **1. Scan**
4. Press **2. Group**
5. Press **New**
6. Press **Name**
7. Press **OK**
8. Press **Destination**
9. Press **Close**
10. Press **OK**



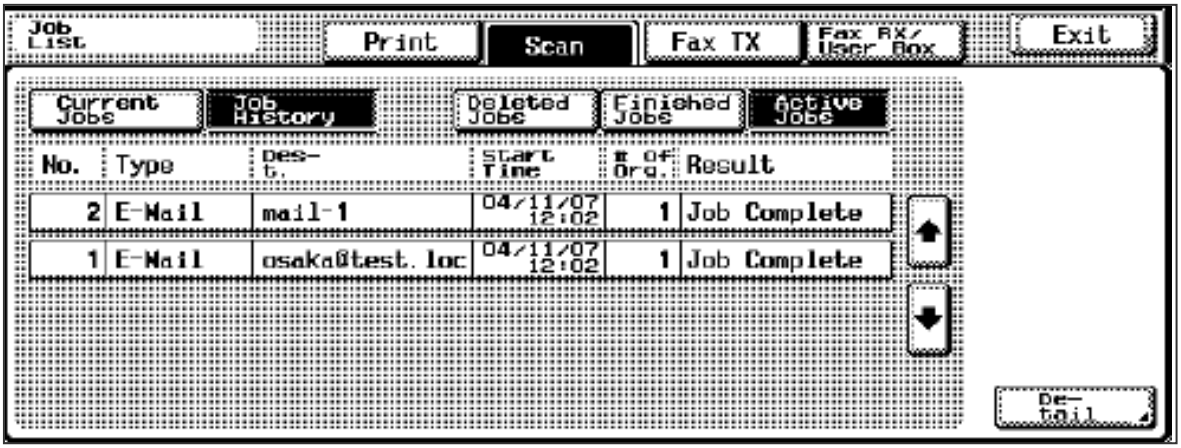
Group Send

1. Press **Scan**
2. Press **Group** ，select group
3. Press **OK**
4. Press **Scan Setting** to change setting
   ，Press **OK**
5. Press **Start**



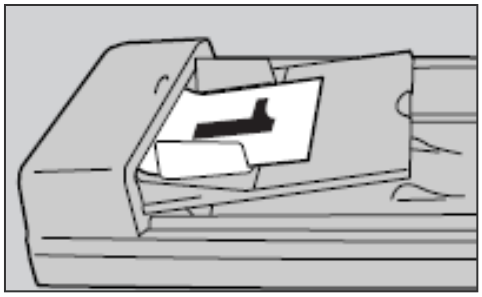
Display the Job History List

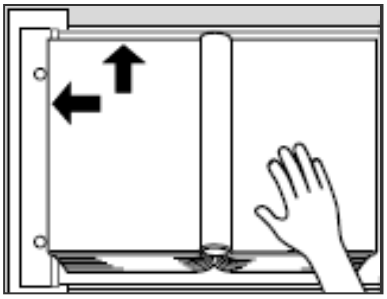
1. Press **Job List**
2. Press **Scan**
3. Press **Job History**

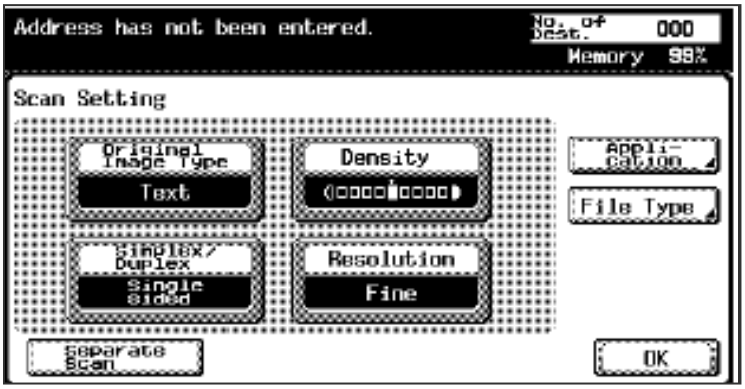


Fax function

1.place the original on the feeder (Face up) or on the glass (Face down)





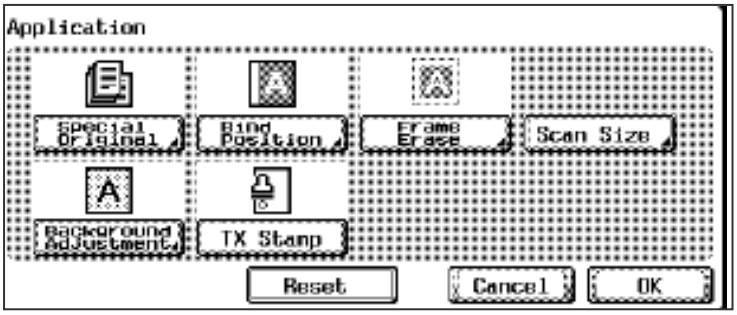


2. Press **Scan Setting** for following adjustment

- Press Original Image Type for example: Dot Matrix for light color black and white original (Pencil written original)
- Press Simplex /Duplex incase want to fax 2 side original
- Press Density to adjust the density level
- Press Resolution to change the quality

3. type the fax number directly，or select from the address book，Press **Start**

Remarks: Multi destination can be select at the same time (500Abbr+100 Direct Fax+5 Direct E-mail)



Special Original

1. Press **Fax**
2. Press **Scan Setting**
3. Press **Application**
4. Press **Special Original**
5. Press Mixed Original ，Press Ok
6. Select the destination，Press Start to send

Bind Position

1. Press **Fax**
2. Press **Scan Setting**
3. Press **Application**
4. Press **Bind Position**
5. Select Top or Left Bind ，Press Ok
6. Select the destination，Press Start

Frame Erase

1. Press **Fax**
2. Press **Scan Setting**
3. Press **Application**
4. Press **Frame Erase**
5. Press Top/Left/Right/Bottom select the erase margin，Press Ok
6. Select the destination，Press Start

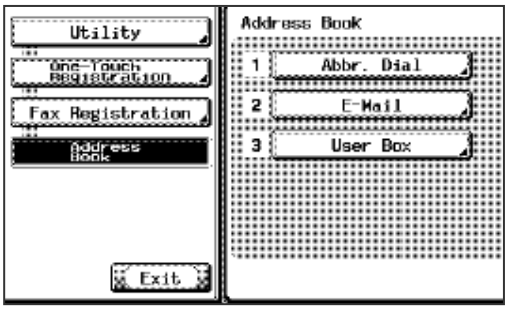
Background Adjustment

1. Press **Fax**
2. Press **Scan Setting**
3. Press **Application**
4. Press **Background Adjustment**
5. Press **Light**，Press **OK**
6. Select the destination，Press Start

The essentials of imaging

Set Address Book

1000 addresses with no HDD, 2000 addresses with HDD



1. Press **Utility/Counter**
2. Press **1. One Touch Registration**
3. Press **2. Fax Registration**
4. Press **1. Address Book**
5. Press **1. Abbr. Dial**
6. Press **New**
7. Press **Name** ，input name，Press **OK**
8. Press **Dest.**，input fax number，Press **OK**
9. Press **Index**，select suitable index
10. Press **OK (**to continue input address，Press **New**，Repeat step **6-11)**
11. Press **Close** 5 times

The essentials of imaging

Create One Touch Program (up to 400)

200 with no HDD, 400 with HDD

1. Press **Utility**
2. Press 1.**One Touch Registration**
3. Press 2. **Fax**
4. Press 3. **Program**
5. Press 001 or other box
6. Press **Edit**
7. Press **Name**
8. Input name
9. Press **OK**
10. Press **Destination**
11. Press **Abbr. Dial**
12. Choose English character
13. Input required company name
14. Press **OK** and **Close**
    (User can change scan parameter by pressing **Yes** in **Scan setting**，after finished fax setting, press **OK** 2 times

Fax Document

1. Press **Fax**
2. Select destination from **Program**，Press **Start**

The essentials of imaging

Create Group Dial (100 Group:01-99,00)

1. Press **Utility/Counter**
2. Press **1. One Touch Registration**
3. Press **2. Fax Registration**
4. Press **Group**
5. Press **New**
6. Press **Name** ，press **OK**
7. Press **Destination** and **Abbr. Dial**
8. **Select the destinations want to group (Max.500destinations)**
9. Press **OK** and **Close**，then press **OK**

In case want to edit the group key，repeat step 1-4，choose the button to be edit，
Press Edit to change information，
press OK

To create more **Group** ，press **New** ，repeat step(6-9)，after finished， press **Close** 4 times and **Reset**

(To use group function，press **Fax**， and **Group** ，select the group to be sent，press **Select all** ，and **Start**)

(For individual address, just select the destinations and press **Start)**

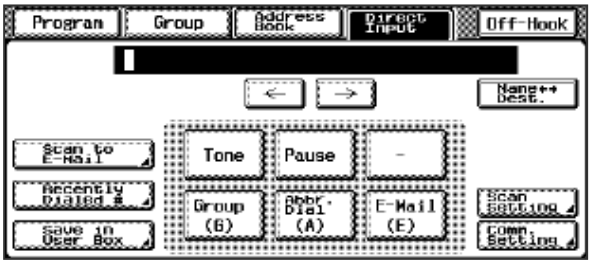
Select multi-destination

(Max.500 Abbr.，100 Direct Dial)

- Press **Address Book**，select one touch from **Address Book**
- Or, input the number directly and press **Start**

Redial

- Press **Direct Input**
- Press **Recently Dialed #**
- Select the number to be redial
- Press **Start**



The essentials of imaging

Change fax setting

Press **Scan Setting** ，user can choose

1. Original Image Type (Text, Text/Photo, Photo, Dot Matrix)
2. Density (Light, Std, Dark)
3. Simplex / Duplex (Single-sided, Double-sided)
4. Resolution (Std., Fine, Super Fine, Ultra Fine)

Cancel fax job

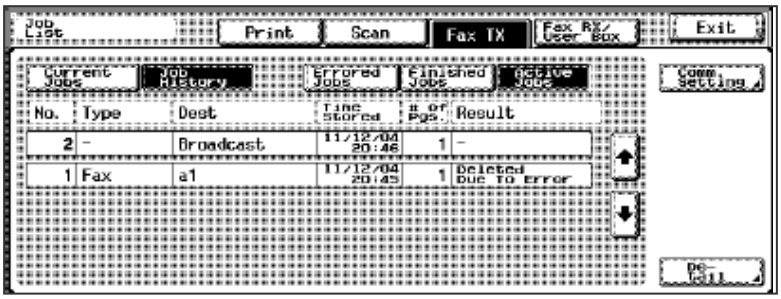
1. Press **Job List**
2. Press **Fax TX**，select **Current Jobs**
3. From **Active Job** select the job to be delete，press **Delete**
4. Press **Yes** and **Exit**

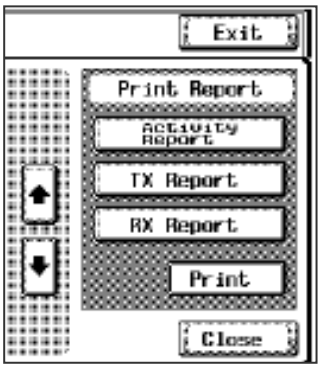
Cancel Timer TX job

1. Press **Job List**
2. Press **Fax TX**，select **Current Jobs**
3. Press **Timer Jobs**，select the job to be delete，Press **Delete**
4. Press **Yes** and **Exit**

TX report printing

1. Press **Job List**
2. Press **Fax TX**
3. Press **Job History**
4. Press **Comm. Setting**
5. Select **TX Report**
6. Press **Print**

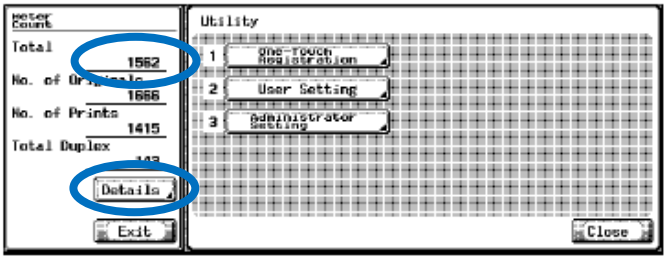




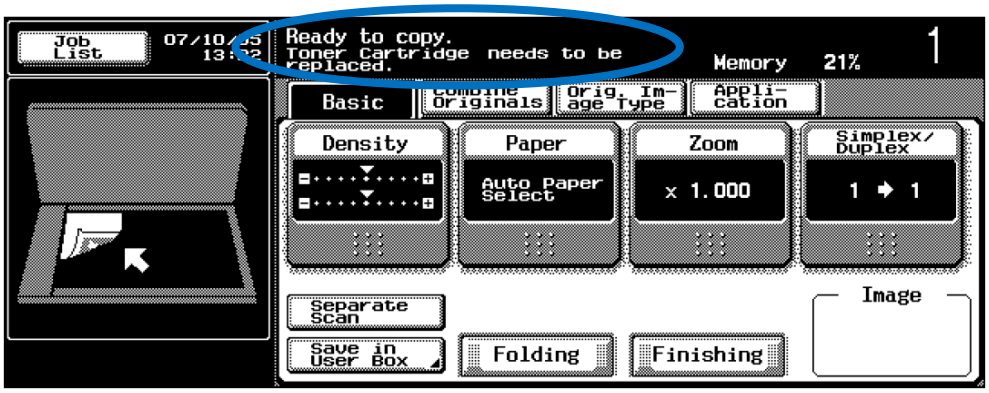
KONICA MINOLTA

Please print the meter report each month，and fax to 2565 2128

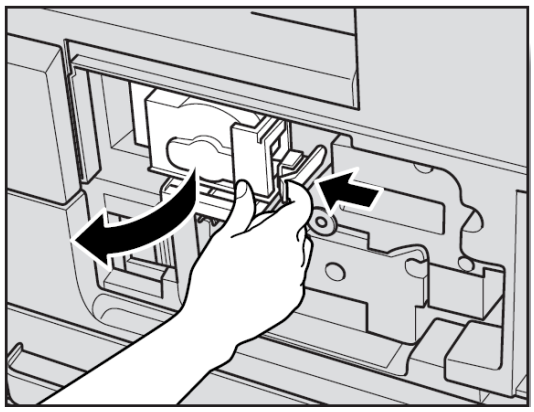
1. Press **Utility / Counter**
2. Press **Detail**
3. Press **Print**
4. Choose Paper tray
5. Press **Start**



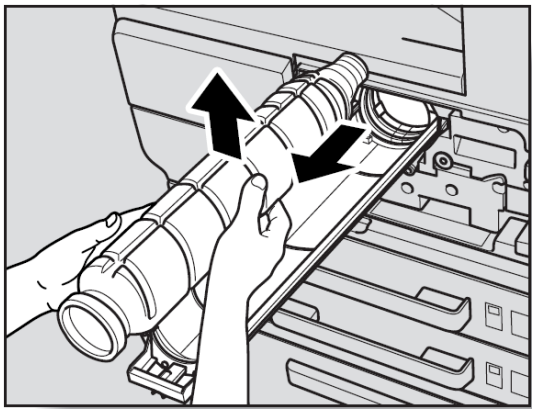
Toner replacement



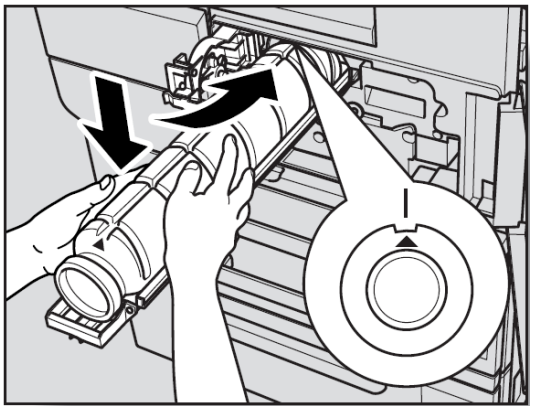
1.



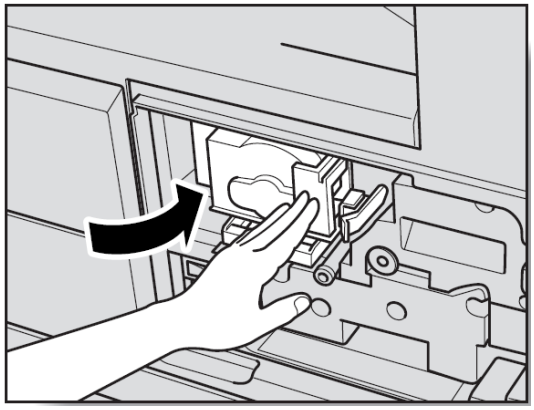
2.



3.



4.

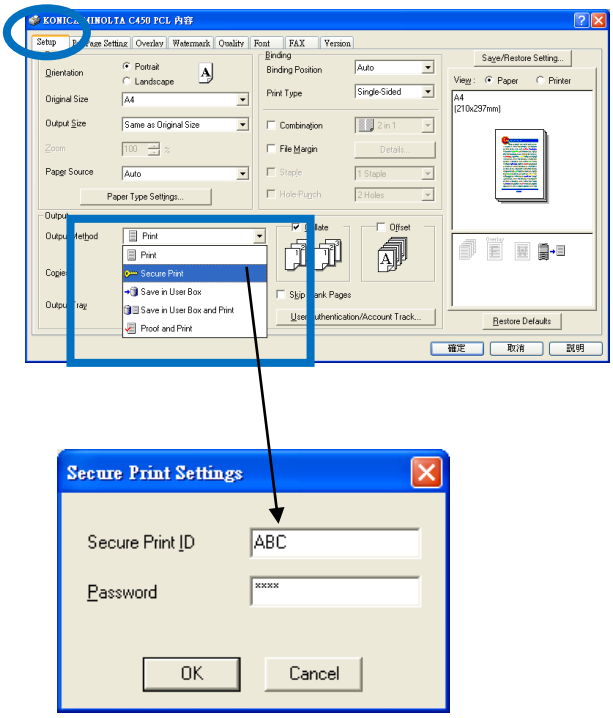


☞ [Secure Print] function, to save time for bulk print

☆ *From the computer*

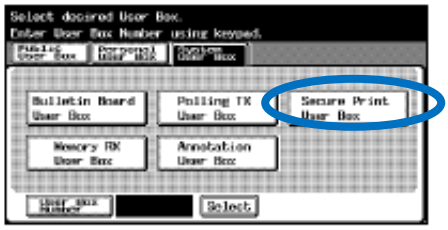
From “**File**” select “**Print**” ，
click “**Preferences**” ---

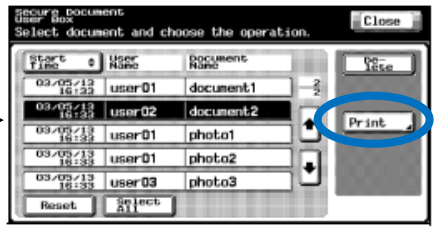
1. Click【**Setup**】
2. From **Output Method**
   select【**Secure Print**】
3. Input **Secure Print ID & Password**
4. Press **[OK]**
5. After completed setting, press【**OK**】



☆ *From the copier*

1. Press【**Box**】
2. Press【**BOX　System User Box**】
3. Press【**Secure Print User Box**】
4. Input **[Access](Secure Print ID)**
   And press【**OK**】
5. Input **[Password]** and press【**OK**】
6. Select the file to print and press【**Print**】
7. Press【**Start**】to print





KONICA MINOLTA

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